Tenancy Application

Tenant to retain this page

This tenancy application cannot be processed until **ALL** pages are completed and signed.

Office Hours

We are open Monday – Friday 9am – 5.30pm & Saturday 9am – 12pm (excluding public holidays)

Supporting Documentation

- ✓ Current home owner – we will need a copy of your current rates notice
- ✓ Proof of income – must be provided with all rental application
- ✓ Self employed - must provide bank statements, last year's tax return and business registration certificate.
- ✓ Copy of full rent ledger/history from previous landlord/agent
- ✓ Non-Australian Resident - Passport, Australian Visa documentation, travel itinerary, airline ticketing both to and from Australia.

Credit Check

It is our policy to ask all our prospective tenants to obtain a personal credit check.
These cannot be more than 1 month old

All tenancy applications must be accompanied by both a Veda Credit Report File as well as a credit check from Tasmanian Collection Services.

Tasmanian Collection Service

This credit check can be obtained from Tasmanian Collection Service at 27 Brisbane Street, Launceston (opposite the City Park). You should take with you some identification and approximately $18.00 for a local check or more for an interstate check.

Veda Credit Report

You can obtain a copy of your Veda Credit Report File, by doing one of the following:

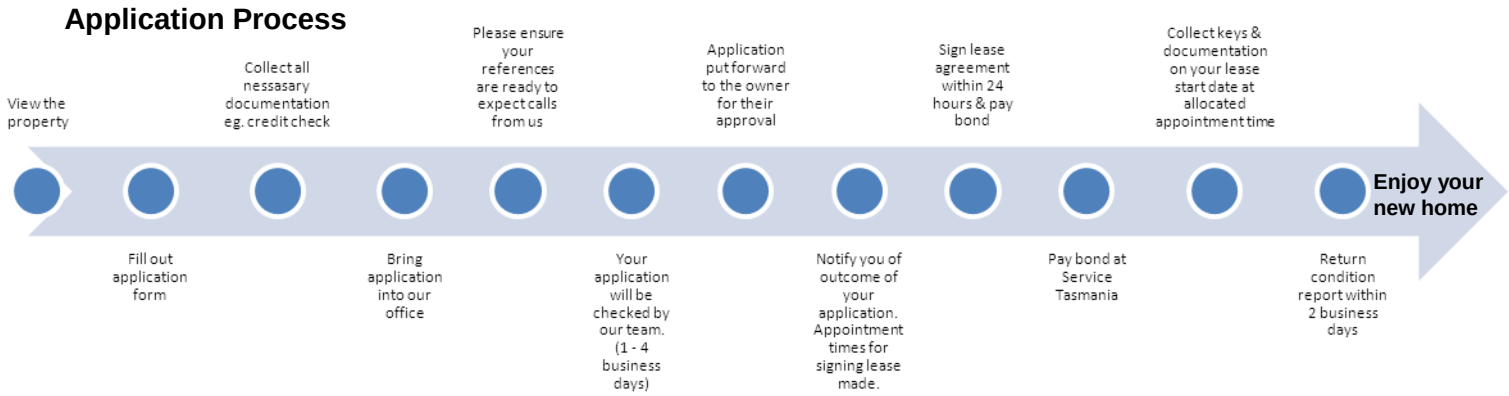
1 - Write to Veda, PO Box 964, North Sydney 2059. A copy will be provided free of charge, but will take up to 10 days.

2 - Phone Veda on 1300 921 621 or visit their website www.mycreditfile.com.au to obtain a report within 24 hours. A charge of approximately $36.95 will apply

Criminal History Check

It is our policy to ask all our prospective tenants to obtain a personal criminal history report. All persons are entitled to a free Tasmanian Police History Record Check every 12 months. A second or subsequent check within that period is charged at $20.00, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from www.police.tas.gov.au

Application Process



117 Cimitiere Street, Launceston, Tasmania 7250 Phone: (03) 6333 3600 Fax: (03) 6331 3972
rentals@bushby.com.au www.bushby.com.au

Tenancy Application

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Utilities Connection

We provide a free service called Direct Connect for the connection of tenants utilities. Please see details on the last page of this application. If you do not wish to use this service then you are responsible for ensuring your electricity, phone etc. are connected.

Signing of your Tenancy Agreement

If approved, we will require you to sign your lease within 24 hours of being notified of your successful application and pay the bond. An appointment will be set up for this, as well as an appointment to collect your keys. If you miss either appointment another will need to be re-scheduled, to ensure your property manager or their assistant are available to go through your documentation thoroughly. We cannot "drop & run" if you walk in. Keeping to your appointment time is crucial

Payment of Bond and Rent

If your application is approved we will provide you with a Bond Lodgment Form and require all bond monies to be paid to Service Tasmania. You will be provided with a receipt which must be brought in to Bushby Property Group as proof of payment on your lease start date
Service Tasmania is located in Civic Square and is open 8.15am – 5pm Mon – Fri (business days).
Your initial 2 weeks rent can be paid to our office via Eftpos, Credit Card, Cheque or Cash.

Payment of Rent

We accept the following payment methods for your rent payments:
Direct Debit (Free), RentPay $3.00 per month allows you to use Bpay ($0.88 per payment for savings accounts or $0.88 per payment plus 1.32% for credit and debit cards) or Post Bill Pay cash or eftpos ($1.92 per payment). Centrepay (Free)

These are our only forms of payment

Move in day

Keys can only be collected on your lease start date at your pre-arranged appointment time, once payment of your bond and 2 weeks rent have been received and cleared in our system. If paying by cheque we require 5 working days for cheque to clear. If applicable Anglicare bonds must be approved before collecting keys.

One set of keys to your property will be given to you. You will sign for receipt of these. All these keys plus any additional that you have cut will be required to be returned when you vacate.

You will also receive two copies of your condition report, to be checked against the actual condition of the property and one copy returned to our office within 2 business days of occupation.

You will additionally receive a copy of your lease agreement and photo condition report.

No Smoking

All Bushby Property Group rental properties are strictly no smoking.

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

Bushby PROPERTY GROUP

AGENT DETAILS

Bushby Property Group
117 Cimitiere Street, Launceston, TAS, 7250
Phone: 03 6333 3600
Fax: 03 6331 3972
Web: www.bushby.com.au
Email: rentals@bushby.com.au

YOUR DETAILS

Property applied for:

Postcode

Best Rental Offer: $

Today's date:

Full Name:

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐

Surname:

Given Name/s:

Are you known by any other names?

Home phone no.

Work phone no.

Mobile phone no.

Email address:

Date of Birth:

Age:

Driver's licence no. (Attach Copy)

Registration no.

Length of Tenancy:

Years Months

Preferred Start Date:

Day Month Year

OCCUPANTS

Number of Occupants:

Adults Children Ages

Other Occupants Names:

PETS

Name:

Age:

Breed:

Registration no.

GARDENS

Are you able to maintain all lawns and gardens at property?

Yes ☐ No ☐

Do you own a lawn mower?

Yes ☐ No ☐

UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect
make a connection

Once we have received this application we will call you to confirm your details.
Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

☐ Electricity ☐ Phone ☐ Internet ☐ Pay TV

☐ Gas ☐ Water ☐ Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:
(a) The owner or the Agent of my current or previous residence;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies Database)
(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

CURRENT & PREVIOUS HOME

Current Address:

Postcode

Name & Address of Owner/Agent:

Phone no:

Rental paid: $

Bond paid: $

Was bond refunded in full?

If no, why?

Reason for vacating?

Date commenced:

Date completed:

Previous Address:

Postcode

Name & Address of Owner/Agent:

Phone no:

Rental paid: $

Bond paid: $

Was bond refunded in full?

If no, why?

Date commenced:

Date completed:

EMPLOYMENT

Current Employment (FULL TIME/PART TIME/CASUAL)

Occupation:

Employer:

Supervisor:

Phone:

Employer's address

Postcode

Length of employment

Years Months

Net Income $

Per Week/Fortnight/Month: $

EMPLOYMENT (cont.)

Previous Employment (FULL TIME/PART TIME/CASUAL)

Occupation:

Employer:

Supervisor:

Phone:

Employer's address

Postcode

Length of employment

Years Months

Net Income $

Per Week/Fortnight/Month: $

Self Employed

Trading Name:

ABN:

Address:

Postcode

Phone:

Business Type:

Accountant Name:

Phone:

Solicitor Name:

Phone:

Trade Creditor:

Phone:

Net Income $

Per Week/Fortnight/Month: $

If Unemployed:

(please include a copy of your most recent income statement)

Length of Unemployment

Years Months

Name of benefits received:

Net Income $

Per Week/Fortnight/Month: $

ANGLICARE

Do you require assistance from Anglicare?

Yes ☐ No ☐

STUDENT INFO.

Student:
(FULL TIME/PART TIME)

Course:

Sponsor:

Course Coordinator:

Faculty:

Faculty Address:

Phone:

Length of Course:

Student ID Number:

Parent's Name:

Parent's Phone No:

Parent's address overseas:

LOANS & EXPENSES:

1. Financier:

Amount: $

Phone:

2. Financier:

Amount: $

Phone:

3. Financier:

Amount: $

Phone:

1. Credit Cards:

Amount: $

Limit: $

2. Credit Cards:

Amount: $

Limit: $

3. Credit Cards:

Amount: $

Limit: $

Other Expenses:

Amount: $

Other Expenses:

Amount: $

Other Expenses:

Amount: $

REFERENCES: (other than family)

You are required to provide 4 references.

1. Name:

Relationship:

Address:

Phone:

Occupation:

2. Name:

Relationship:

Address:

Phone:

Occupation:

3. Name:

Relationship:

Address:

Phone:

Occupation:

4. Name:

Relationship:

Address:

Phone:

Occupation:

EMERGENCY CONTACT: (include overseas contact)

1. Name:

Address:

Phone:

Relationship:

2. Name

Address:

Phone:

Relationship:

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

100 Points of Identification MUST ACCOMPANY THIS APPLICATION
***NOTE: At least one form of identification must be a photo ID.**

Driver's Licence	40
Passport	40
Birth Certificate	40
Proof of Age or Student ID Card	40
Latest Electricity or Phone Account	30
Medicare Card	20
Previous Tenancy Reference	20
Previous 4 Rent Reciepts	20
Motor Vehicle Registration Certificate	10
Latest Bank Statement	10
Concession / Pension Card	10

Tenancy Application

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for Bushby Property Groupto verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of Bushby Property Group both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to Bushby Property Group and/or the landlord. Unless you advise Bushby Property Group to the contrary, Bushby Property Group may also disclose such information to The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise Bushby Property Group differently. The privacy policy of the REIT can be viewed on its website www.reit.com.au

Bushby Property Group will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the applicant would like to access this information they can do so by contacting Bushby Property Group at the addresses and contact numbers contained in this application or the REIT on (03) 62234769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, Bushby Property Group may not be able to process the application.

Have you ever been evicted from any rental property? ❑YES ❑NO

Have you ever been refused another rental property? ❑YES ❑NO

Are you in debt to another agent/landlord? ❑YES ❑NO

Is there any reason known to you that would affect your ability to pay rent? ❑YES ❑NO

Was your bond at your last address refunded in full? ❑YES ❑NO

If no what deductions were made? Rent $_____ Repairs $_____ Cleaning $_____

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare: -

1. I have inspected the interior of the property and accept that the property is for rent in it's current condition as inspected.
2. I have of my own accord decided that I wish to rent the property.
3. I have been informed, understand and agree what the rental for the property is per week and that this rental amount is within my means.
4. I have been informed, understand and agree that the rental for the said is to be paid on the due day and is to be in advance at all times.
5. I have been informed, understand and agree that should my application be accepted and I am approved as a tenant, I am to sign the tenancy agreement and pay one weeks rent within 24 hours of my approval.
6. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
7. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
8. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

I_____(Applicant Name)

Acknowledge that I have read and understood the contents of this Privacy Collection Notice, Declaration and Disclaimer Authority.

Applicant to sign:_____ Date:_____